



# Statistics Reporting for Food Pantries, Community Meal Sites and Emergency Shelters

If you are new to statistics, contact **Hope Indeglia O'Brien** at [hiobrien@rifoodbank.org](mailto:hiobrien@rifoodbank.org) or 401-230-1704 to set up a training!

## Who

All food pantry, community meal sites and emergency shelters members are required to complete monthly statistical reports for the Food Bank as part of their membership requirements. These reports help give us an idea of the number of people in our community who are accessing emergency food assistance services.

## Why

Statistical data is extremely important; it contributes to our grant writing efforts, helps us track general hunger trends in our state, conveys information about your community in relationship to hunger in the state, and lets us know how much food we need to procure for the network.

## When

Your agency's monthly statistics are due to the Food Bank no later than **the 10<sup>th</sup> of each month**. Failure to complete monthly reports may result in your agency becoming temporarily inactive, which means that your agency's account will be unable to preorder or set up an appointment until they are received. Agencies can submit the monthly reports online by logging on to their agency's POL account and following the directions that are posted below. PLEASE NOTE: Late or incomplete statistics may result in your agency being ineligible to place food orders for the month.

## How

Your agency should have a system in place for tracking basic information as required by the Food Bank. A visual example of a Monthly Guest Intake Form is on the reverse side of this page. This form illustrates the need to track households, individuals and household visits each month to ensure accurate statistics. Using a form like this can help you easily to transfer the required information into the Food Bank's online statistics page. If you would like an electronic copy of the Monthly Guest Intake Form, call Agency Services.

## Entering Statistics Online

1. Log into Primarius Online (POL) from the Food Bank's website at [www.rifoodbank.org](http://www.rifoodbank.org) and the Agency Ordering button.
2. Enter your agency name, reference number and password.
3. Click on the Statistics Tab on the Main Screen. This tab brings you to the page to enter your monthly stats and also houses all of the stats that you have provided to us in the past. This is a helpful tool in case you want a quick view of your past statistics.
4. To enter a month, scroll to the bottom of the page and click the Enter Statistics button.
5. Chose the year & month that you are entering statistics for. Choose the LAST day of the month for your stats entry each month (ex. The date for June stats should be June 30<sup>th</sup>).
6. In the Quantity Column, enter the numbers that align to your program type. If your agency has more than one account with us, enter separately under each account.  
Food pantries = 01, 02, 03,04    Community Meal Sites = 05    Emergency Shelters = 06
7. Check your numbers for accuracy before pressing Enter. Once that button is clicked you cannot go back to correct errors or mistakes. If an error is made, call Customer Service at 401-230-1730 to inform them of the issue and the correct numbers.
8. Finally, after reviewing the numbers, click the *Enter Statistics* button.
9. Once your statistics are submitted, you will have the option to click on a pdf copy to print and save them for your records.

## What do the numbers mean?

### Food Pantry: Households

This is the total number of households that visit your program each month. Even if a household comes to your program multiple times in the month, it should only be counted once.

### Food Pantry: New Families

This is optional to collect and may be helpful to your agency when determining how much food to procure if you see a steady increase in households. While we ask for this number specifically, it should also be rolled into the total household and individual numbers.

### Food Pantry: Individuals

Simply add up the number of individuals in each household and report the total to us. Even if a guest visits your program multiple times in a month, only count them once. As a rule of thumb, your individuals total can never be lower than your household number. A single person household is still counted as a household. It is optional to collect sub-groups, such as adults, children and seniors and these don't need to be reported to us individually.

***Do not duplicate the household, new families and individual numbers.***

### Food Pantry: Household Visits

This is the total amount of times that each household visits your program within the month. This number IS A DUPLICATED number. As a rule of thumb, the household visits number can never be lower than your total household number, but it can be equal to if your agency only distributes food to households once a month.

### Total Soup Kitchen Meals

This is a duplicated count of the total number of meals served by your meal site within the month.

### Total Shelter Meals

This is a duplicated count of the total number of meals served by your shelter within the month.

### Sample: Monthly Guest Intake Form

MONTH:		YEAR:						VISITS FOR MONTH					Total House- hold Visits	Notes
Head of Household Name	Address	New Family ✓	Senior	Adult	Child	Total Individuals in Household	Week 1	Week 2	Week 3	Week 4	Week 5			
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
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<b>Totals:</b>														